

**PADSTOW TOWN COUNCIL**  
**Minutes of the Staffing Committee meeting held on Tuesday 20 June**  
**2023 at the Council Chamber, Council Offices, Station House,**  
**Padstow at 6.30pm**

**Present:** Councillors M Rickard (Chairman), K Freeman, A Hoskin and A N Rees

**In Attendance:** Mrs K Pemberton (Town Clerk) and Mrs S Daly (Assistant TC/Assistant RFO and Minute Taker)

- S2023/6**            **Apologies and Announcements:** Apologies were received from Councillor Mrs J Dawe. There were no announcements.
- S2023/7**            **Declarations of Interest:** There were no declarations of interest.
- S2023/8**            **Public Participation:** There was no public participation.
- S2023/9**            **Minutes: RESOLVED** that the minutes of the meetings held on i) Tuesday 21 March 2023; and ii) Tuesday 30 May 2023 be signed as a true record.
- S2023/10**           **Committee Terms of Reference:** The changes to the Staffing Scheme of Delegation (appendix b to the Terms of Reference) as agreed by the Full Council at its meeting held on 16 May 2023 were noted.
- RESOLVED TO RECOMMEND TO COUNCIL** that no changes be made to the Committee's Terms of Reference and they be adopted unchanged.
- S2023/11**           **Future Meetings:** Future meeting dates and times were noted as per the agenda, next meeting being Tuesday 19 September 2023 (budget) at 6.30pm.
- S2023/12**           **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2023/13**           **Confidential Minutes: RESOLVED** that the confidential minutes of the meeting held on Tuesday 21 March 2023 be signed as a true record.
- S2023/14**           **Committee Works i) Update:** was noted for information and **ii) Programme:** was noted without amendment, however it was acknowledged that it may be necessary to move the September budget meeting to a later date.
- S2023/15**           **Council Health and Safety Policy:** Members gave consideration to the updated Health and Safety Policy and noted that these related mainly to recent staffing changes though some were reflective of procedures.

**RESOLVED TO RECOMMEND TO COUNCIL** the updated Health and Safety Policy.

**S2023/16**

**Employee Handbook:** Members noted the legislative changes to the employee handbook as well as amendments relating to current practices.

**RESOLVED** to i) **RECOMMEND TO COUNCIL** that the Employee Handbook be updated as per the changes detailed in the agenda report (pages 15-16 of the agenda); and ii) to agree that the policies and procedures identified in the agenda report be brought to a future meeting of the Committee for consideration.

**S2023/17**

**Appraisals: RESOLVED** to adopt the new appraisal forms with a view to undertaking these in September and following this to seek honest feedback on the process from employees for further improvement.

**S2023/18**

**General Staffing Matters:** See confidential minutes.

**S2023/19**

**Sick Leave and Training:** The update was noted for information.

Meeting closed at 7.09 pm